

**CITY OF GARDNER
EMPLOYMENT APPLICATION
(Equal Opportunity Employer)**

EMPLOYMENT RECORD: Complete your employment record for at least the past 10 years. Include military experience if applicable. Please explain any gaps between jobs in the comments section on the last page.
*If additional space is required, please submit an attached document.

Current Company: _____ Address: _____
From _____ To _____ Job Title _____ Telephone _____
Reason for Leaving _____ Last Salary \$ _____
May we contact the employer for a reference? _____ Supervisor's Name _____
Please explain your responsibilities _____

Previous Company: _____ Address: _____
From _____ To _____ Job Title _____ Telephone _____
Reason for Leaving _____ Last Salary \$ _____
May we contact the employer for a reference? _____ Supervisor's Name _____
Please explain your responsibilities _____

Previous Company: _____ Address: _____
From _____ To _____ Job Title _____ Telephone _____
Reason for Leaving _____ Last Salary \$ _____
May we contact the employer for a reference? _____ Supervisor's Name _____
Please explain your responsibilities _____

Previous Company: _____ Address: _____
From _____ To _____ Job Title _____ Telephone _____
Reason for Leaving _____ Last Salary \$ _____
May we contact the employer for a reference? _____ Supervisor's Name _____
Please explain your responsibilities _____

MISCELLANEOUS QUESTIONS:

Are you presently employed? ____ Yes ____ No If yes, why do you wish to leave? _____

Would you object to having any of the above employers contacted in regard to your work? ____ Yes ____ No

If no, initial for approval _____. If yes, please explain _____

Have you ever been employed by the City of Gardner? ____ Yes ____ No

If yes, in which department? _____ Position _____ From _____ To _____

Do you have any relatives working for the City of Gardner? ____ Yes ____ No

If yes, indicate: Department _____ Relationship _____

Can you, if hired, submit verification of your legal right to work in the United States: ____ Yes ____ No

Have you ever been convicted of an offense against the law other than a minor traffic violation? ____ Yes ____ No

If yes, please explain _____

LICENSE INFORMATION: Do you have:

A valid driver's license ____ Yes ____ No State of Issuance _____ License # _____

A valid chauffeur's license ____ Yes ____ No State of Issuance _____ License # _____

<u>Clerical</u>	<u>Technical</u>	<u>Maintenance</u>
____ General Accounting	____ Cartography	____ Asphalt Work
____ Payroll	____ Computer Programming	____ Backhoe-Loader
____ Personal Computer	____ Construction Inspection	____ Bull Dozer
____ Microsoft Office	____ Drafting	____ Chain Saw
____ Website	____ Photography	____ Concrete Work
____ Utility Billing	____ Surveying	____ Electrical
____ Other _____	____ Other _____	____ General Labor
		____ Grader Operations
		____ Hand Tools
		____ Landscaping
		____ Plumbing
		____ Street Sweeper/Snowplow
		____ Trencher
		____ Truck Driver to 1-1/2 tons
		____ Truck Driver – over 1-1/2 tons
		____ Vehicle Mechanic
		____ Welding
		____ Other _____

List any other Skills and/or licenses:

MILITARY:

Branch: _____ Dates Enlisted: _____ To _____ Serial Number: _____

Reserve Status: _____ Type of Discharge: _____

In not honorable, please explain: _____

Grade and Duty Assignment at Discharge/Separation: _____

REFERENCES:

Please list three (3) persons who are not related to you and who have a definite knowledge of your qualifications and fitness for the position for which you are applying.

	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>Telephone #</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Comments: State why you believe you are qualified to perform the kind of work for which you are applying:

By my signature, I hereby certify that the information given in this application is true and correct and I understand that any misrepresentation or omission may result in the rejection of my application or in the termination of my employment at any time. I understand that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation or at any time during my employment. I further understand that all offers of employment are conditional upon the successful completion of a physical examination, drug screen and a consumer report, including criminal history, verifications of employment and education, driving record and, if applicable, a credit report.

Date: _____ Signature: _____

CITY OF GARDNER
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The City of Gardner would appreciate your assistance in completing this brief questionnaire. The answers will be used solely for the purpose of evaluating and reporting the effectiveness of our recruiting and equal employment opportunity efforts. This form will be held separately from your application/resume and **will not** be used as a basis for any decisions regarding your employment.

COMPLETION OF THIS FORM IS OPTIONAL

Name: (please print) _____

Position applied for: _____ Full time _____ Part time _____ Seasonal

1. Date of Birth: _____

2. Gender:

- ☐ Male
- ☐ Female

3. Race: (Check One)

- ☐ Black
- ☐ Hispanic
- ☐ White
- ☐ Asian/Pacific Islander
- ☐ American Indian/Alaskan Native

4. Disability:

- ☐ None
- ☐ Visual
- ☐ Hearing
- ☐ Physical
- ☐ Learning
- ☐ Other

5. Are you a veteran of the U.S. Armed Forces? _____ Yes _____ No

How did you learn about this position?

☐ Newspaper

- ☐ Gardner News
- ☐ KC Star
- ☐ Lawrence Journal World
- ☐ Miami County Republic
- ☐ Olathe Daily Newspaper
- ☐ Ottawa Herald

☐ City Job Posting

☐ City Website

☐ Referral:

☐ Name: _____

☐ Relative:

☐ Name: _____/Department _____

☐ Other _____